

PROGRAM NARRATIVE

The Proposal must address the following topics. If you are including more than one service in a proposal, be sure you provide information about each service in Sections C, D and E.

A. GENERAL (OPTIONAL) (Maximum- two paragraphs and less than one half page)

This section of the proposal may be used to introduce or summarize any information the Respondent deems relevant or important to the State's successful acquisition of the products and/or services requested in this RFP.

B. PROGRAM/SERVICE TITLE AND DESCRIPTION OF SERVICE GROUPINGS (maximum- 1 paragraph and no longer than half a page)

Provide the program name as well as the corresponding Service Standard title(s) if different. If more than one service standard is being addressed as part of a continuum of care, describe the services to be combined in the program and how they directly relate to each other. If there is no direct relationship between the services in the application then separate narratives must be completed.

C. INTAKE/REFERRAL (Maximum-2 paragraphs and no longer than one page)

Describe the intake and referral process to be utilized in the program including respondent's procedure/methods for a guaranteed time frame for initiation of services

D. PRACTICE MODEL (Maximum- 2 pages)

Describe evidence based and/or best practice models to be utilized in delivering the program as well as respondent's experience and training related to the service delivery model. If an evidence based/best practice model is not available for the service(s), justify the service delivery method/model(s) to be utilized. Include estimated length of service, methods (i.e. in home, office based, individual, family, group etc). The method or model utilized must be consistent with the DCS service principles and the service standards.

E. PROGRAM EVALUATION AND REPORTING (Maximum 1 page)

If your program measures outcomes in addition to those described in the service standards, please identify those outcomes and describe measurement process.